



Louisville Metro Short Term Rental Regulations

# HOW TO REGISTER YOUR SHORT TERM RENTAL

# Registering a Short Term Rental

- All hosts must register each of their short term rentals annually. There are no exemptions to this requirement.
- You can register a short term rental three ways:
  - In office
    - Bring the completed office form to Planning & Design, 444 S 5<sup>th</sup> St, 3<sup>rd</sup> Floor, Louisville KY 40202
    - Form must be accompanied by the \$25 fee (payable by cash, check, money order, VISA, MasterCard) and proof of residency (if applicable)
  - Mail
    - Mail the completed office form to Planning & Design, 444 S 5<sup>th</sup> St, Suite 300, Louisville KY 40202
    - Form must be accompanied by the \$25 fee (payable by check or money order only) and proof of residency (if applicable)
  - Online (using Louisville Metro's Online Business Portal)
    - Form must be accompanied by the \$25 fee (payable by VISA or MasterCard only ) and proof of residency (if applicable)

# Registration Form Requirements

- Property/Host Information
- \$25 Fee
- Proof of Residency (if applicable)
- Emergency Contact Info (if applicable)
- Revenue Commission ID#

The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at:

<https://dp.louisvillemid.org/dpcdr8/Views/AgencyLogin.aspx>

## Online Registration Step #1:

Access  
Louisville  
Metro's  
Online  
Business  
Portal

The screenshot shows the LouisvilleKy.gov website in a web browser. The browser's address bar displays <https://louisvilleky.gov/#>. The website's header includes navigation links: Contact, Customer Service, Translate, and Metro Jobs. The main banner features a night-time image of a bridge with the text "LouisvilleKy.gov" and a search bar. Below the banner is a navigation menu with five categories: RESIDENT, BUSINESS, GOVERNMENT (highlighted with a yellow box), CITY SERVICES, and VISITOR. The main content area is divided into two columns. The left column features a large image of a highway construction site with a green sign that reads "DIXIE HWY 9200" and a headline "The New Dixie Highway Project Kicks Off". The right column is titled "City News" and lists two news items: "City Website Ranked Among Best in the Nation" (dated SEP 7) and "MPLX Terminals, LLC—Kramers Lane Terminal: Proposed FEDOOP Operating Permit O-0143-16-F" (dated SEP 7). A "View All News" button is located at the bottom of the news section. A yellow box at the bottom right of the page contains the text: "The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at: <https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx>".

MyMetro x LouisvilleKy.gov x

← → ↻ 🏠 <https://louisvilleky.gov/#> ☆ 🔍 🌐 ☰

Contact Customer Service Translate Metro Jobs

LouisvilleKy.gov

Search 🔍

RESIDENT BUSINESS **GOVERNMENT** CITY SERVICES VISITOR

**The New Dixie Highway Project Kicks Off**

The New Dixie Highway project, a series of transit &

**City News**

SEP 7 City Website Ranked Among Best in the Nation

SEP 7 MPLX Terminals, LLC—Kramers Lane Terminal: Proposed FEDOOP Operating Permit O-0143-16-F

[View All News](#)

The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at: <https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx>



## Online Registration Step #1:

### Access Louisville Metro's Online Business Portal

To access the Planning & Design page, select *See All City Departments* under the *Government* tab. You can access the *Construction Review* page directly.

The screenshot shows the LouisvilleKy.gov website. The browser address bar displays <https://louisvilleky.gov/#>. The website features a large header image of a bridge at night with the text "LouisvilleKy.gov" and a search bar. Below the header is a navigation menu with tabs: RESIDENT, BUSINESS, GOVERNMENT, CITY SERVICES, and VISITOR. The GOVERNMENT tab is selected, showing a list of links: "See City Programs & Initiatives", "See All City Departments" (highlighted in yellow), "Animal Services", "Construction Review" (highlighted in blue), "Corrections", "Health & Wellness", and "Human Resources". Other links under GOVERNMENT include "Louisville Forward", "MetroCall 311", "Public Works", "Parking Authority (PARC)", "Parks", "Police", and "Revenue Commission". To the right, there are links for "Mayor's Office", "Metro Council", and "Metro Ordinances". A "Metro TV Videos" section shows a video thumbnail for the "Metro Council". A news article titled "The New Dixie Highway Project Kicks Off" is featured, with a sub-headline "Healthy Babies Louisville Advises Parents How to Help Prevent Infant Deaths". A "View All News" button is located below the article. A yellow box at the bottom right contains the text: "The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at: <https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx>".

MyMetro x LouisvilleKy.gov x

<https://louisvilleky.gov/#>

Contact Customer Service Translate Metro Jobs

LouisvilleKy.gov

Search

RESIDENT BUSINESS GOVERNMENT CITY SERVICES VISITOR

See City Programs & Initiatives  
**See All City Departments**  
Animal Services  
**Construction Review**  
Corrections  
Health & Wellness  
Human Resources

Louisville Forward  
MetroCall 311  
Public Works  
Parking Authority (PARC)  
Parks  
Police  
Revenue Commission

Mayor's Office  
Metro Council  
Metro Ordinances

LOUISVILLE metroTV  
Metro TV Videos  
Metro Council

Kramers Lane Terminal:  
Proposed FEDOOP  
Operating Permit O-  
0143-16-F

View All News

The New Dixie Highway Project Kicks Off

Healthy Babies Louisville Advises Parents How to Help Prevent Infant Deaths

The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at:  
<https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx>

<https://louisvilleky.gov/government/departments>

# Online Registration Step #1:

## Access Louisville Metro's Online Business Portal

To access the  
Planning & Design  
page, select  
*Planning & Design*.

To access the  
Construction  
Review page, select  
*Construction  
Review*.

The screenshot shows the LouisvilleKy.gov website. The browser address bar displays <https://louisvilleky.gov/government/departments>. The page features a navigation menu with tabs for RESIDENT, BUSINESS, GOVERNMENT, CITY SERVICES, and VISITOR. Below the menu is a large banner for CITY DEPARTMENTS. The main content area is divided into two columns: City Departments and Related Agencies. In the City Departments column, 'Construction Review' is highlighted with a blue box, and 'Planning & Design' is highlighted with a yellow box. In the Related Agencies column, 'Belle of Louisville' is highlighted with a blue box. The page also includes a search bar and a feedback link.

**City Departments**

- Advanced Planning
- Air Pollution Control District
- Animal Services
- Brightside
- City Events
- Codes & Regulations
- Construction Review
- Corrections
- County Attorney
- Criminal Justice Commission
- Develop Louisville
- Economic Development
- EMA
- Emergency Services
- EMS
- Ethics Commission
- External Agency Fund
- Fire
- Globalization
- Health & Wellness
- Housing & Community Development
- Human Relations Commission
- Human Resources
- Information Technology Services
- Internal Audit
- Jefferson Memorial Forest
- Louisville Forward
- Management & Budget
- Mayor Greg Fischer
- Metro Council
- MetroCall 311
- MetroSafe911
- MetroTV
- Office for Women
- Parking Authority (PARC)
- Parks
- Performance Improvement & Innovation
- Planning & Design
- Police
- Public Works
- Records Management & Archives
- Revenue Commission

**Related Agencies**

- Belle of Louisville
- Chamber of Commerce (GLI)
- Circuit Court Clerk (Drivers Licensing)
- Jefferson County Clerk
- Jefferson County Court Commissioner
- Jefferson County Election Center
- Jefferson County Public Schools
- KentuckianaWorks
- Kentucky Science Center
- Louisville Convention and Visitors Bureau
- Louisville Downtown Partnership
- Louisville Free Public Library
- Louisville Gas & Electric
- Louisville International Airport
- Louisville Water
- Louisville Zoo
- Metro Housing Authority
- Metropolitan Sewer District (MSD)
- Property Valuation Administration (PVA)
- Sheriff's Office
- Transit Authority of River City (TARC/Bus)
- Waterfront Park

The portal may be accessed via the Planning & Design Services and Construction Review pages on [louisvilleky.gov](https://louisvilleky.gov) or directly at:  
<https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx>



## Online Registration Step #1:

## Access Louisville Metro's Online Business Portal

*Construction  
Review Page:*

*Select Online  
Permitting Portal.*

MyMetro Construction Review | LouisvilleKy.gov

<https://louisvilleky.gov/government/construction-review#>

Contact Customer Service Translate Metro Jobs

LouisvilleKy.gov

RESIDENT BUSINESS GOVERNMENT CITY SERVICES VISITOR

CONSTRUCTION REVIEW

Government / See All City Departments / Construction Review

FEEDBACK

Department Home

About Us

Permits & Licensing Info >

Search for Permits >

Inspections

Frequently Asked Questions >

Online Permitting Portal

Update License Information

Construction Review News

MAR 31 Mayor Fischer names Deborah Billitski as Director of Develop Louisville

SEP 29 Three Northern Additions of Colonial Gardens to be Removed

View All News

GENERAL INFORMATION NEWS & EVENTS

UPCOMING CEU OPPORTUNITIES

NEWSLETTERS & CUSTOMER SERVICE SURVEY

Contact

Construction Review

(502) 574-3321

[louisvilleky.gov/government/.../online-permitting-portal](https://louisvilleky.gov/government/.../online-permitting-portal)

You can access the Online Permitting Portal to apply for status of reviews time, follow department more!

The portal may be accessed via the Planning & Design Services and Construction Review pages on [louisvilleky.gov](https://louisvilleky.gov) or directly at: <https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx>

## Online Registration Step #1:

## Access Louisville Metro's Online Business Portal

*Construction  
Review Page:*

*After selecting  
Online Permitting  
Portal, select Login.*

MyMetro Online Permitting Portal

https://louisvilleky.gov/government/construction-review/online-permitting-portal

Contact Customer Service Translate Metro Jobs

LouisvilleKy.gov

RESIDENT BUSINESS GOVERNMENT CITY SERVICES VISITOR

CONSTRUCTION REVIEW

Home / Government / City Departments / Construction Review / Search for Permits / Online Permitting Portal

FEEDBACK

### Online Permitting Portal

Need a construction permit? All applications can now be submitted online!

What can you do on this portal?

- Apply for a Permit
- Submit drawings for review - Remember the file name cannot contain any special characters.
- Pay permit fees - **If you receive any sort of error message, do not proceed with payment, Contact our office immediately!**
- Request an inspection - We no longer allow for walk-in requests. You must request an inspection as you submit your application.

Already have an account?

Login

Need an account?

Register

This site is used by contractors only

**The portal may be accessed via the Planning & Design Services and Construction Review pages on louisvilleky.gov or directly at: <https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx>**

Department Home

About Us

Permits & Licensing Info

Search for Permits

Online Permitting Portal

Inspections

Frequently Asked Questions

### Contact

Construction Review



## Online Registration Step #1:

### Access Louisville Metro's Online Business Portal

*Planning & Design  
Page:*

*Select **Short Term  
Rental Registration**  
Information.*

MyMetro Planning & Design | Louisville

<https://louisvilleky.gov/government/planning-design>

Contact Customer Service Translate Metro Jobs

Search

RESIDENT BUSINESS GOVERNMENT CITY SERVICES VISITOR

**PLANNING & DESIGN**

Government / See All City Departments / Planning & Design

FEEDBACK

Department Home

About Planning & Design Services

Boards, Commissions and Committees >

Land Development Code >

Comprehensive Plan

Applications

View meeting agendas

Stay up to date on planning and zoning

Learn more about the Comprehensive Plan update process

Short term Rental Registration Information

Department Home News

AUG 31 Mayor Fischer announces Comprehensive Plan update process

JUL 18 City proposes rules limiting biodigesters to industrial areas, away from homes, churches and schools

View All News

The portal may be accessed via the Planning & Design Services and Construction Review pages on [louisvilleky.gov](https://louisvilleky.gov) or directly at: <https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx>

# Online Registration Step #1:

## Access Louisville Metro's Online Business Portal

*Planning & Design  
Page:*

After selecting  
Short Term Rental  
Registration  
Information, select  
*Short Term Rental  
Annual Registration  
Application Form  
(Online Submittal  
Option).*

The screenshot shows a web browser window with the URL <https://louisvilleky.gov/government/planning-design/short-term-rental-information>. The page is titled "Short Term Rental Information" and is part of the "PLANNING & DESIGN" section. The left sidebar contains a navigation menu with links to "Department Home", "About Planning & Design Services", "Boards, Commissions and Committees", "Land Development Code", "Short Term Rental Information", "Proposed Modification Regulations", "Land Development Code Interpretations", "Comprehensive Plan", "Applications", "User Guides", "Historic Preservation, Landmarks and Overlay Districts", "Transportation Planning", "Tyler Town Center", and "Search Case Information". The main content area is titled "Short Term Rental Information" and contains the following text:

On August 3, the regulations for short term rentals approved by Metro Council went into effect. Please use the Frequently Asked Questions, Metro Council Ordinance or other links below as a guide and a starting point to have your questions answered if you are interested in using a home as a short term rental.

A few things to know:

- All short term rental hosts must submit an annual registration form, register with the Revenue Commission, post an evacuation plan and meet smoke detector requirements. All short term rentals are prohibited from serving or providing food and alcohol and from posting outdoor signage.
- The short term rental does not apply to hotel or motel rooms, extended stay lodging facilities, bed and breakfast inn or boarding and lodging hotel rooms therefore these exact regulations do not apply to those facilities.
- At no time shall more persons reside in the short term rental than two times the number of bedrooms plus four individuals. For example if a short term rental has 3 bedrooms, then 10 people may reside in that short term rental.
- Short term rental regulations do not supersede lease agreements, homeowner's association bylaws, covenants, deed restrictions, or any other agreement, law or regulation that prohibits subletting or use of your dwelling as a short term rental.
- Short term rentals are currently not permitted in Anchorage, Douglas Hill, Graymorse-Deansdale, Bardonia, Indian Hill, Jeffersonville, Lydon, Middletown, Prospect, Shively, St. Matthews and St. Regis Park. All these places have their own zoning authority and have not yet adopted the short term rental ordinance that Metro Council adopted. Metro Council has zoning authority over all of Metro Louisville except the aforementioned places.
- Failure to register a short term rental is equivalent to operating without a permit and will result in enforcement action.

Based on where you live and if you live in the home you are using as a short term rental, your application process could vary from someone else. These scenarios are spelled out below.

**If you are allowed to have a short term rental by right, you still need to take note of and follow the Metro Council short term rental ordinance. Highlighter from the ordinance are in the bullet points above.**

Residential zoning: R-1, R-2, R-3, R-4, R-5, R-6, R-7, R-8, R-9, R-10, R-11, R-12, R-13, R-14, R-15, R-16, R-17, R-18, R-19, R-20, R-21, R-22, R-23, R-24, R-25, R-26, R-27, R-28, R-29, R-30, R-31, R-32, R-33, R-34, R-35, R-36, R-37, R-38, R-39, R-40, R-41, R-42, R-43, R-44, R-45, R-46, R-47, R-48, R-49, R-50, R-51, R-52, R-53, R-54, R-55, R-56, R-57, R-58, R-59, R-60, R-61, R-62, R-63, R-64, R-65, R-66, R-67, R-68, R-69, R-70, R-71, R-72, R-73, R-74, R-75, R-76, R-77, R-78, R-79, R-80, R-81, R-82, R-83, R-84, R-85, R-86, R-87, R-88, R-89, R-90, R-91, R-92, R-93, R-94, R-95, R-96, R-97, R-98, R-99, R-100, R-101, R-102, R-103, R-104, R-105, R-106, R-107, R-108, R-109, R-110, R-111, R-112, R-113, R-114, R-115, R-116, R-117, R-118, R-119, R-120, R-121, R-122, R-123, R-124, R-125, R-126, R-127, R-128, R-129, R-130, R-131, R-132, R-133, R-134, R-135, R-136, R-137, R-138, R-139, R-140, R-141, R-142, R-143, R-144, R-145, R-146, R-147, R-148, R-149, R-150, R-151, R-152, R-153, R-154, R-155, R-156, R-157, R-158, R-159, R-160, R-161, R-162, R-163, R-164, R-165, R-166, R-167, R-168, R-169, R-170, R-171, R-172, R-173, R-174, R-175, R-176, R-177, R-178, R-179, R-180, R-181, R-182, R-183, R-184, R-185, R-186, R-187, R-188, R-189, R-190, R-191, R-192, R-193, R-194, R-195, R-196, R-197, R-198, R-199, R-200, R-201, R-202, R-203, R-204, R-205, R-206, R-207, R-208, R-209, R-210, R-211, R-212, R-213, R-214, R-215, R-216, R-217, R-218, R-219, R-220, R-221, R-222, R-223, R-224, R-225, R-226, R-227, R-228, R-229, R-230, R-231, R-232, R-233, R-234, R-235, R-236, R-237, R-238, R-239, R-240, R-241, R-242, R-243, R-244, R-245, R-246, R-247, R-248, R-249, R-250, R-251, R-252, R-253, R-254, R-255, R-256, R-257, R-258, R-259, R-260, R-261, R-262, R-263, R-264, R-265, R-266, R-267, R-268, R-269, R-270, R-271, R-272, R-273, R-274, R-275, R-276, R-277, R-278, R-279, R-280, R-281, R-282, R-283, R-284, R-285, R-286, R-287, R-288, R-289, R-290, R-291, R-292, R-293, R-294, R-295, R-296, R-297, R-298, R-299, R-300, R-301, R-302, R-303, R-304, R-305, R-306, R-307, R-308, R-309, R-310, R-311, R-312, R-313, R-314, R-315, R-316, R-317, R-318, R-319, R-320, R-321, R-322, R-323, R-324, R-325, R-326, R-327, R-328, R-329, R-330, R-331, R-332, R-333, R-334, R-335, R-336, R-337, R-338, R-339, R-340, R-341, R-342, R-343, R-344, R-345, R-346, R-347, R-348, R-349, R-350, R-351, R-352, R-353, R-354, R-355, R-356, R-357, R-358, R-359, R-360, R-361, R-362, R-363, R-364, R-365, R-366, R-367, R-368, R-369, R-370, R-371, R-372, R-373, R-374, R-375, R-376, R-377, R-378, R-379, R-380, R-381, R-382, R-383, R-384, R-385, R-386, R-387, R-388, R-389, R-390, R-391, R-392, R-393, R-394, R-395, R-396, R-397, R-398, R-399, R-400, R-401, R-402, R-403, R-404, R-405, R-406, R-407, R-408, R-409, R-410, R-411, R-412, R-413, R-414, R-415, R-416, R-417, R-418, R-419, R-420, R-421, R-422, R-423, R-424, R-425, R-426, R-427, R-428, R-429, R-430, R-431, R-432, R-433, R-434, R-435, R-436, R-437, R-438, R-439, R-440, R-441, R-442, R-443, R-444, R-445, R-446, R-447, R-448, R-449, R-450, R-451, R-452, R-453, R-454, R-455, R-456, R-457, R-458, R-459, R-460, R-461, R-462, R-463, R-464, R-465, R-466, R-467, R-468, R-469, R-470, R-471, R-472, R-473, R-474, R-475, R-476, R-477, R-478, R-479, R-480, R-481, R-482, R-483, R-484, R-485, R-486, R-487, R-488, R-489, R-490, R-491, R-492, R-493, R-494, R-495, R-496, R-497, R-498, R-499, R-500, R-501, R-502, R-503, R-504, R-505, R-506, R-507, R-508, R-509, R-510, R-511, R-512, R-513, R-514, R-515, R-516, R-517, R-518, R-519, R-520, R-521, R-522, R-523, R-524, R-525, R-526, R-527, R-528, R-529, R-530, R-531, R-532, R-533, R-534, R-535, R-536, R-537, R-538, R-539, R-540, R-541, R-542, R-543, R-544, R-545, R-546, R-547, R-548, R-549, R-550, R-551, R-552, R-553, R-554, R-555, R-556, R-557, R-558, R-559, R-560, R-561, R-562, R-563, R-564, R-565, R-566, R-567, R-568, R-569, R-570, R-571, R-572, R-573, R-574, R-575, R-576, R-577, R-578, R-579, R-580, R-581, R-582, R-583, R-584, R-585, R-586, R-587, R-588, R-589, R-590, R-591, R-592, R-593, R-594, R-595, R-596, R-597, R-598, R-599, R-600, R-601, R-602, R-603, R-604, R-605, R-606, R-607, R-608, R-609, R-610, R-611, R-612, R-613, R-614, R-615, R-616, R-617, R-618, R-619, R-620, R-621, R-622, R-623, R-624, R-625, R-626, R-627, R-628, R-629, R-630, R-631, R-632, R-633, R-634, R-635, R-636, R-637, R-638, R-639, R-640, R-641, R-642, R-643, R-644, R-645, R-646, R-647, R-648, R-649, R-650, R-651, R-652, R-653, R-654, R-655, R-656, R-657, R-658, R-659, R-660, R-661, R-662, R-663, R-664, R-665, R-666, R-667, R-668, R-669, R-670, R-671, R-672, R-673, R-674, R-675, R-676, R-677, R-678, R-679, R-680, R-681, R-682, R-683, R-684, R-685, R-686, R-687, R-688, R-689, R-690, R-691, R-692, R-693, R-694, R-695, R-696, R-697, R-698, R-699, R-700, R-701, R-702, R-703, R-704, R-705, R-706, R-707, R-708, R-709, R-710, R-711, R-712, R-713, R-714, R-715, R-716, R-717, R-718, R-719, R-720, R-721, R-722, R-723, R-724, R-725, R-726, R-727, R-728, R-729, R-730, R-731, R-732, R-733, R-734, R-735, R-736, R-737, R-738, R-739, R-740, R-741, R-742, R-743, R-744, R-745, R-746, R-747, R-748, R-749, R-750, R-751, R-752, R-753, R-754, R-755, R-756, R-757, R-758, R-759, R-760, R-761, R-762, R-763, R-764, R-765, R-766, R-767, R-768, R-769, R-770, R-771, R-772, R-773, R-774, R-775, R-776, R-777, R-778, R-779, R-780, R-781, R-782, R-783, R-784, R-785, R-786, R-787, R-788, R-789, R-790, R-791, R-792, R-793, R-794, R-795, R-796, R-797, R-798, R-799, R-800, R-801, R-802, R-803, R-804, R-805, R-806, R-807, R-808, R-809, R-810, R-811, R-812, R-813, R-814, R-815, R-816, R-817, R-818, R-819, R-820, R-821, R-822, R-823, R-824, R-825, R-826, R-827, R-828, R-829, R-830, R-831, R-832, R-833, R-834, R-835, R-836, R-837, R-838, R-839, R-840, R-841, R-842, R-843, R-844, R-845, R-846, R-847, R-848, R-849, R-850, R-851, R-852, R-853, R-854, R-855, R-856, R-857, R-858, R-859, R-860, R-861, R-862, R-863, R-864, R-865, R-866, R-867, R-868, R-869, R-870, R-871, R-872, R-873, R-874, R-875, R-876, R-877, R-878, R-879, R-880, R-881, R-882, R-883, R-884, R-885, R-886, R-887, R-888, R-889, R-890, R-891, R-892, R-893, R-894, R-895, R-896, R-897, R-898, R-899, R-900, R-901, R-902, R-903, R-904, R-905, R-906, R-907, R-908, R-909, R-910, R-911, R-912, R-913, R-914, R-915, R-916, R-917, R-918, R-919, R-920, R-921, R-922, R-923, R-924, R-925, R-926, R-927, R-928, R-929, R-930, R-931, R-932, R-933, R-934, R-935, R-936, R-937, R-938, R-939, R-940, R-941, R-942, R-943, R-944, R-945, R-946, R-947, R-948, R-949, R-950, R-951, R-952, R-953, R-954, R-955, R-956, R-957, R-958, R-959, R-960, R-961, R-962, R-963, R-964, R-965, R-966, R-967, R-968, R-969, R-970, R-971, R-972, R-973, R-974, R-975, R-976, R-977, R-978, R-979, R-980, R-981, R-982, R-983, R-984, R-985, R-986, R-987, R-988, R-989, R-990, R-991, R-992, R-993, R-994, R-995, R-996, R-997, R-998, R-999, R-1000, R-1001, R-1002, R-1003, R-1004, R-1005, R-1006, R-1007, R-1008, R-1009, R-1010, R-1011, R-1012, R-1013, R-1014, R-1015, R-1016, R-1017, R-1018, R-1019, R-1020, R-1021, R-1022, R-1023, R-1024, R-1025, R-1026, R-1027, R-1028, R-1029, R-1030, R-1031, R-1032, R-1033, R-1034, R-1035, R-1036, R-1037, R-1038, R-1039, R-1040, R-1041, R-1042, R-1043, R-1044, R-1045, R-1046, R-1047, R-1048, R-1049, R-1050, R-1051, R-1052, R-1053, R-1054, R-1055, R-1056, R-1057, R-1058, R-1059, R-1060, R-1061, R-1062, R-1063, R-1064, R-1065, R-1066, R-1067, R-1068, R-1069, R-1070, R-1071, R-1072, R-1073, R-1074, R-1075, R-1076, R-1077, R-1078, R-1079, R-1080, R-1081, R-1082, R-1083, R-1084, R-1085, R-1086, R-1087, R-1088, R-1089, R-1090, R-1091, R-1092, R-1093, R-1094, R-1095, R-1096, R-1097, R-1098, R-1099, R-1100, R-1101, R-1102, R-1103, R-1104, R-1105, R-1106, R-1107, R-1108, R-1109, R-1110, R-1111, R-1112, R-1113, R-1114, R-1115, R-1116, R-1117, R-1118, R-1119, R-1120, R-1121, R-1122, R-1123, R-1124, R-1125, R-1126, R-1127, R-1128, R-1129, R-1130, R-1131, R-1132, R-1133, R-1134, R-1135, R-1136, R-1137, R-1138, R-1139, R-1140, R-1141, R-1142, R-1143, R-1144, R-1145, R-1146, R-1147, R-1148, R-1149, R-1150, R-1151, R-1152, R-1153, R-1154, R-1155, R-1156, R-1157, R-1158, R-1159, R-1160, R-1161, R-1162, R-1163, R-1164, R-1165, R-1166, R-1167, R-1168, R-1169, R-1170, R-1171, R-1172, R-1173, R-1174, R-1175, R-1176, R-1177, R-1178, R-1179, R-1180, R-1181, R-1182, R-1183, R-1184, R-1185, R-1186, R-1187, R-1188, R-1189, R-1190, R-1191, R-1192, R-1193, R-1194, R-1195, R-1196, R-1197, R-1198, R-1199, R-1200, R-1201, R-1202, R-1203, R-1204, R-1205, R-1206, R-1207, R-1208, R-1209, R-1210, R-1211, R-1212, R-1213, R-1214, R-1215, R-1216, R-1217, R-1218, R-1219, R-1220, R-1221, R-1222, R-1223, R-1224, R-1225, R-1226, R-1227, R-1228, R-1229, R-1230, R-1231, R-1232, R-1233, R-1234, R-1235, R-1236, R-1237, R-1238, R-1239, R-1240, R-1241, R-1242, R-1243, R-1244, R-1245, R-1246, R-1247, R-1248, R-1249, R-1250, R-1251, R-1252, R-1253, R-1254, R-1255, R-1256, R-1257, R-1258, R-1259, R-1260, R-1261, R-1262, R-1263, R-1264, R-1265, R-1266, R-1267, R-1268, R-1269, R-1270, R-1271, R-1272, R-1273, R-1274, R-1275, R-1276, R-1277, R-1278, R-1279, R-1280, R-1281, R-1282, R-1283, R-1284, R-1285, R-1286, R-1287, R-1288, R-1289, R-1290, R-1291, R-1292, R-1293, R-1294, R-1295, R-1296, R-1297, R-1298, R-1299, R-1300, R-1301, R-1302, R-1303, R-1304, R-1305, R-1306, R-1307, R-1308, R-1309, R-1310, R-1311, R-1312, R-1313, R-1314, R-1315, R-1316, R-1317, R-1318, R-1319, R-1320, R-1321, R-1322, R-1323, R-1324, R-1325, R-1326, R-1327, R-1328, R-1329, R-1330, R-1331, R-1332, R-1333, R-1334, R-1335, R-1336, R-1337, R-1338, R-1339, R-1340, R-1341, R-1342, R-1343, R-1344, R-1345, R-1346, R-1347, R-1348, R-1349, R-1350, R-1351, R-1352, R-1353, R-1354, R-1355, R-1356, R-1357, R-1358, R-1359, R-1360, R-1361, R-1362, R-1363, R-1364, R-1365, R-1366, R-1367, R-1368, R-1369, R-1370, R-1371, R-1372, R-1373, R-1374, R-1375, R-1376, R-1377, R-1378, R-1379, R-1380, R-1381, R-1382, R-1383, R-1384, R-1385, R-1386, R-1387, R-1388, R-1389, R-1390, R-1391, R-1392, R-1393, R-1394, R-1395, R-1396, R-1397, R-1398, R-1399, R-1400, R-1401, R-1402, R-1403, R-1404, R-1405, R-1406, R-1407, R-1408, R-1409, R-1410, R-1411, R-1412, R-1413, R-1414, R-1415, R-1416, R-1417, R-1418, R-1419, R-1420, R-1421, R-1422, R-1423, R-1424, R-1425, R-1426, R-1427, R-1428, R-1429, R-1430, R-1431, R-1432, R-1433, R-1434, R-1435, R-1436, R-1437, R-1438, R-1439, R-1440, R-1441, R-1442, R-1443, R-1444, R-1445, R-1446, R-1447, R-1448, R-1449, R-1450, R-1451, R-1452, R-1453, R-1454, R-1455, R-1456, R-1457, R-1458, R-1459, R-1460, R-1461, R-1462, R-1463, R-1464, R-1465, R-1466, R-1467, R-1468, R-1469, R-1470, R-1471, R-1472, R-1473, R-1474, R-1475, R-1476, R-1477, R-1478, R-1479, R-1480, R-1481, R-1482, R-1483, R-1484, R-1485, R-1486, R-1487, R-1488, R-1489, R-1490, R-1491, R-1492, R-1493, R-1494, R-1495, R-1496, R-1497, R-1498, R-1499, R-1500, R-1501, R-1502, R-1503, R-1504, R-1505, R-1506, R-1507, R-1508, R-1509, R-1510, R-1511, R-1512, R-1513, R-1514, R-1515, R-1516, R-1517, R-1518, R-1519, R-1520, R-1521, R-1522, R-1523, R-1524, R-1525, R-1526, R-1527, R-1528, R-1529, R-1530, R-1531, R-1532, R-1533, R-1534, R-1535, R-1536, R-1537, R-1538, R-1539, R-1540, R-1541, R-1542, R-1543, R-1544, R-1545, R-1546, R-1547, R-1548, R-1549, R-1550, R-1551, R-1552, R-1553, R-1554, R-1555, R-1556, R-1557, R-1558, R-1559, R-1560, R-1561, R-1562, R-1563, R-1564, R-1565, R-1566, R-1567, R-1568, R-1569, R-1570, R-1571, R-1572, R-1573, R-1574, R-1575, R-1576, R-1577, R-1578, R-1579, R-1580, R-1581, R-1582, R-1583, R-1584, R-1585, R-1586, R-1587, R-1588, R-1589, R-1590, R-1591, R-1592, R-1593, R-1594, R-1595, R-1596, R-1597, R-1598, R-1599, R-1600, R-1601, R-1602, R-1603, R-1604, R-1605, R-1606, R-1607, R-1608, R-1609, R-1610, R-1611, R-1612, R-1613, R-1614, R-1615, R-1616, R-1617, R-1618, R-1619, R-1620, R-1621, R-1622, R-1623, R-1624, R-1625, R-1626, R-1627, R-1628, R-1629, R-1630, R-1631, R-1632, R-1633, R-1634, R-1635, R-1636, R-1637, R-1638, R-1639, R-1640, R-1641, R-1642, R-1643, R-1644, R-1645, R-1646, R-1647, R-1648, R-1649, R-1650, R-1651, R-1652, R-1653, R-1654, R-1655, R-1656, R-1657, R-1658, R-1659, R-1660, R-1661, R-1662, R-1663, R-1664, R-1665, R-1666, R-1667, R-1668, R-1669, R-1670, R-1671, R-1672, R-1673, R-1674, R-1675, R-1676, R-1677, R-1678, R-1679, R-1680, R-1681, R-1682, R-1683, R-1684, R-1685, R-1686, R-1687, R-1688, R-1689, R-1690, R-1691, R-1692, R-1693, R-1694, R-1695, R-1696, R-1697, R-1698, R-1699, R-1700, R-1701, R-1702, R-1703, R-1704, R-1705, R-1706, R-1707, R-1708, R-1709, R-1710, R-1711, R-1712, R-1713, R-1714, R-1715, R-1716, R-1717, R-1718, R-1719, R-1720, R-1721, R-1722, R-1723, R-1724, R-1725, R-1726, R-1727, R-1728, R-1729, R-1730, R-1731, R-1732, R-1733, R-1734, R-1735, R-1736, R-1737, R-1738, R-1739, R-1740, R-1741, R-1742, R-1743, R-1744, R-1745, R-1746, R-1747, R-1748, R-1749, R-1750, R-1751, R-1752, R-1753, R-1754, R-1755, R-1756, R-1757, R-1758, R-1759, R-1760, R-1761, R-1762, R-1763, R-1764, R-1765, R-1766, R-1767, R-1768, R-1769, R-1770, R-1771, R-1772, R-1773, R-1774, R-1775, R-1776, R-1777, R-1778, R-1779, R-1780, R-1781, R-1782, R-1783, R-1784, R-1785, R-1786, R-1787, R-1



## Online Registration Step #2:

### Create account to access Business Portal




If you already have  
an account,  
proceed to Step #3.


DynamicPortal 8 x

https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx

Apps Suggested Sites Imported From IE LouisvilleKy.gov ALP Louisville-Jefferson Co Poll Everywhere Louisville Metro Gov Kentucky Revised Stat

Contact Us

  **DEVELOP LOUISVILLE**  
LOUISVILLE FORWARD 



Lookup an Application, Permit or Inspection

Welcome to the online Business Portal for Louisville Metro Government. At this time you can obtain building permits from the Department of Develop Louisville, Division of Construction Review. We hope this service facilitates your permitting experience and helps you successfully complete your project safely and legally.

We will provide helpful TIPS along the way to help guide you along.

- ☐ If you have an account, enter your User Name and Password and click "Sign In".
- ☐ If you have an account but can't remember your password. [Click here.](#)
- ☐ If you are new to the system, click on **Enroll**

For additional information on Building Codes, Permits, and construction related information, please visit our website:  
<http://www.louisvilleky.gov/ipl/Construction+Review/> or call our office at (502) 574.3321. Staff email addresses are (firstname).(lastname)@louisvilleky.gov. For example, Joseph Smith's email would be joseph.smith@louisvilleky.gov.

< **IE 9 Browser and above required**

**Sign In**

User Name:

Password:

☐ Remember me on this computer

**Sign In**

Forgot your password? [Click here](#)

If you do not have an account, follow the link below to set up an account. [link](#)

**TIP:** To obtain a permit online you must have an account. Permits are only issued to licensed/identified contractors, or the property owner. There may be additional requirements for Property Owner permits, including proof of property ownership. Property Owner permits can be obtained by visiting our offices at 444 S. Fifth Street, Suite 100 and making application in person. Some permits require submittal and review of documents prior to issuance of permit.

**TIP:** Purposefully providing inaccurate project scope and detail is a violation of the building code, and state and local ordinances and will subject the applicant to penalties.

**TIP:** Particularly helpful are our Homeowner's Toolbox pamphlet series, available on our website by clicking [here](#) which provide basic information about the permitting process for a variety of common projects.

© Copyright 2016. Infor. All rights reserved.



# Online Registration Step #2 (continued):

## Create account to access Online Business Portal

The host should be  
holder of the  
account.

If you already have  
an account,  
proceed to Step #3.

Hansen Customer Account x

www.msdlouky.org/AcctSetup1/

Apps Suggested Sites Imported From IE LouisvilleKy.gov ALP Louisville-Jefferson Co Poll Everywhere Louisville Metro Gov Kentucky Revised Stat

### Metro Inspections, Permits and Licenses New Account Setup

**NO BUILDING/GENERAL CONTRACTOR CAN GET PERMITS ONLINE**

Enter personal information about the person requesting service.

1. Enter your preferred User ID for login purposes (You will be advised if your preferred User ID is acceptable).
2. Enter your email address. This will be used to email your initial User ID/password and for submission notifications. You will be able to change your password later in "Modify Account".
3. Enter your contact information to be used with your permits.
4. You will receive information concerning your credentials via email within 3 business days. If not, please contact Metro IPL at (502) 574-XXXX
5. Click "Next".

**\* = Required Information**

User ID \*

Email \*

Title

First Name \*

Middle Initial

Last Name \*

Company Name \*

Position

Address \*

City \*

State \*

Postal Code / Zip \*

Country

Daytime Phone \*     x

Evening Phone

Next Clear Form Cancel

## Online Registration Step #3:




## Sign in to Online Business Portal


DynamicPortal 8 x

https://dp.louisvillemsd.org/dpcdr8/Views/AgencyLogin.aspx

Apps Suggested Sites Imported From IE LouisvilleKy.gov ALP Louisville-Jefferson Co Poll Everywhere Louisville Metro Gov Kentucky Revised Stat

Contact Us

  **DEVELOP LOUISVILLE**  
LOUISVILLE FORWARD 



**Lookup an Application, Permit or Inspection**

Welcome to the online Business Portal for Louisville Metro Government. At this time you can obtain building permits from the Department of Develop Louisville, Division of Construction Review. We hope this service facilitates your permitting experience and helps you successfully complete your project safely and legally.

We will provide helpful TIPS along the way to help guide you along.

- ☐ If you have an account, enter your User Name and Password and click "Sign In".
- ☐ If you have an account but can't remember your password. [Click here.](#)
- ☐ If you are new to the system, click on [Enroll](#)

For additional information on Building Codes, Permits, and construction related information, please visit our website:  
<http://www.louisvilleky.gov/ipl/Construction+Review/> or call our office at (502) 574.3321. Staff email addresses are (firstname).(lastname)@louisvilleky.gov. For example, Joseph Smith's email would be joseph.smith@louisvilleky.gov.

< **IE 9 Browser and above required**

**Sign In**

User Name:

Password:

☐ Remember me on this computer

[Sign In](#)

Forgot your password? [Click here](#)

If you do not have an account, follow the link below to set up an account. [link](#)

**TIP:** To obtain a permit online you must have an account. Permits are only issued to licensed/identified contractors, or the property owner. There may be additional requirements for Property Owner permits, including proof of property ownership. Property Owner permits can be obtained by visiting our offices at 444 S. Fifth Street, Suite 100 and making application in person. Some permits require submittal and review of documents prior to issuance of permit.

**TIP:** Purposefully providing inaccurate project scope and detail is a violation of the building code, and state and local ordinances and will subject the applicant to penalties.

**TIP:** Particularly helpful are our Homeowner's Toolbox pamphlet series, available on our website by clicking [here](#) which provide basic information about the permitting process for a variety of common projects.

© Copyright 2016. Infor. All rights reserved.

# Online Registration Step #4:

## Start application

Under the Apply  
menu options,  
select *Apply for a  
Business License*.

The screenshot shows a web browser window with the URL <https://dp.louisvillemisd.org/dpcdr8/Views/CDR/CDRGlobalMain.aspx>. The page features the LouisvilleKy.gov logo and the 'DEVELOP LOUISVILLE LOUISVILLE FORWARD' slogan. A navigation bar includes links for 'Contact Us', '0 items in My Cart \$0.00', 'Check Out', and 'Sign Out'. The main content area is divided into three sections: 'Look Up', 'Apply', and 'Pay Fees'. The 'Look Up' section allows users to search for permits by number, name, or address. The 'Apply' section provides instructions on how to apply for a permit and lists three options: 'Apply for a Construction Permit', 'Apply for a Business License' (highlighted with a yellow box), and 'Apply for a Use Permit'. The 'Pay Fees' section explains how to pay for permits and lists three options: 'My Construction Permits to be Paid', 'My Business Licenses to be Paid', and 'My Use Permits to be Paid'. A sidebar on the left contains links for 'Portal Home', 'My Account', 'APPLICATIONS', and 'PAY FEES'. A small image of a man working on a laptop is visible on the right side of the page.

DynamicPortal 8 x

← → ↻ ⌂ <https://dp.louisvillemisd.org/dpcdr8/Views/CDR/CDRGlobalMain.aspx> ☆

Apps Suggested Sites Imported From IE LouisvilleKy.gov ALP Louisville-Jefferson Co Poll Everywhere Louisville Metro Gov Kentucky Revised Stat

**Contact Us**

**LouisvilleKy.gov** **DEVELOP LOUISVILLE** LOUISVILLE FORWARD

0 items in My Cart \$0.00 **Check Out** **Sign Out**

**Portal Home**

**My Account**

- Modify Account

**APPLICATIONS**

- Construction Permits
- Business License
- Use Application

**PAY FEES**

- My Construction Permit Fees
- My Business License Fees
- My Use Fees

**Look Up**

Lookup your issued Permits to check their status and view details. You can search for permits by permit number, applicant name, or address/parcel ID.

- Construction Permit
- Business License
- Use Permit

**Apply**

To apply for a Permit you will need to provide information such as the type of application, site location, and specific details regarding your application. Visit our website <http://www.louisvilleky.gov/ip/Construction+Review/> for a full explanation of all available permits and associated submittal requirements. Once your application is successfully submitted and completed, you will receive a confirmation via email.

- Apply for a Construction Permit
- Apply for a Business License**
- Apply for a Use Permit

**Pay Fees**

Pay fees for your Permit. Online payments can be made only with Visa or MasterCard.

- My Construction Permits to be Paid
- My Business Licenses to be Paid
- My Use Permits to be Paid

**Apply for a Permit Online**

© Copyright 2016. Infor. All rights reserved.



# Online Registration Step #5:

## License Type



Within the License  
Type drop-down  
list, select *Short  
Term Rental*.

DynamicPortal 8 x

https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/ApplicationType.aspx

Apps Suggested Sites Imported From IE LouisvilleKy.gov ALP Louisville-Jefferson Co Poll Everywhere Louisville Metro Gove Kentucky Revised Stat

Contact Us

  **DEVELOP LOUISVILLE**  
LOUISVILLE FORWARD

0 items in My Cart \$0.00 Check Out Sign Out

CDR Home

Business License Home

**My ACCOUNT**

- Modify Account

**APPLY**

- My Saved Applications
- Apply

**BUSINESS LICENSE**

- My Licenses

**REVIEWS**

- My Reviews

**INSPECTIONS**

- My Inspections

**FEES**

- My Fees

**LOOKUP LICENSE**

- License Number
- Applicant
- Address

New Application for PAUL

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	-----------------------	-----------------------	---------	-------------	--------------------------

**Business License Type**

- Enter the required field(s)
- Click "Next"


License Type: \*

-- Select One --

-- Select One --

Event Permit

**Short Term Rental**



Apply for a Permit Online

© Copyright 2016. Infor. All rights reserved.

# Online Registration Step #5 (continued):

## License Type

Enter business  
information and  
select *Next*.

If you will not be  
operating the short  
term rental as a  
formal business,  
select *None* within  
the Business Type  
drop-down list; do  
not enter any  
information in the  
three info fields;  
and select *Next*.

DynamicPortal 8

https://dp.louisvillemisd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/ApplicationType.aspx

Apps Suggested Sites Imported From IE LouisvilleKy.gov ALP Louisville-Jefferson Co Poll Everywhere Louisville Metro Gov Kentucky Revised Stat

Contact Us

**LouisvilleKy.gov** **DEVELOP LOUISVILLE** LOUISVILLE FORWARD

0 items in My Cart \$0.00 Check Out Sign Out

CDR Home  
Business License Home  
**My ACCOUNT**  
Modify Account  
**APPLY**  
My Saved Applications  
Apply  
**BUSINESS LICENSE**  
My Licenses  
**REVIEWS**  
My Reviews  
**INSPECTIONS**  
My Inspections  
**FEES**  
My Fees  
**LOOKUP LICENSE**  
License Number  
Applicant  
Address

New Application for PAUL

License Type Business Site Location Applicant Information Additional Applicants Details Attachments Application Confirmation

**Business License Type**

☐ Enter the required field(s)  
☐ Click "Next"

License Type: \*  
Short Term Rental

Business Name:

Business Type:  
None

DBA Name:

Business Description and/or comments regarding your license:

Cancel Next

Apply for a Permit Online

© Copyright 2016. Infor. All rights reserved.

# Online Registration Step #6:

## Business Site Location

Enter the address  
of the Short Term  
Rental. Once  
entered, select  
*Search.*

DynamicPortal 8 x

https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/SiteLocation.aspx

Apps Suggested Sites Imported From IE LouisvilleKy.gov ALP Louisville-Jefferson Co Poll Everywhere Louisville Metro Gove Kentucky Revised Stat

Contact Us

**LouisvilleKy.gov** **DEVELOP LOUISVILLE** LOUISVILLE FORWARD

0 items in My Cart \$0.00 Check Out Sign Out

CDR Home  
Business License Home  
My ACCOUNT  
Modify Account  
APPLY  
My Saved Applications  
Apply  
BUSINESS LICENSE  
My Licenses  
REVIEWS  
My Reviews  
INSPECTIONS  
My Inspections  
FEES  
My Fees  
LOOKUP LICENSE  
License Number  
Applicant  
Address

New Application for PAUL

License Type	<b>Business Site Location</b>	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	-------------------------------	-----------------------	-----------------------	---------	-------------	--------------------------

**Business License Location**

Address Search: Search application address

- Enter the Address  
Example: Entering Street Name & select Suffix "Main St" will result in a list of all addresses available for "Main St"
- Select the correct location by clicking on the appropriate address
- If you do not see the correct location, make changes to your search and try again

Click "Search"

Number	Dir	Street Name*	Suffix	Unit/Apt.
	--		--	
City		State	Zip	
		Kentucky		

Search

Cancel Previous

Apply for a Permit Online

© Copyright 2016. Infor. All rights reserved.



# Online Registration Step #6 (continued):


## Business Site Location

Select the correct  
location by clicking  
on the appropriate  
address.

DynamicPortal 8 x

https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/SiteLocation.aspx

Contact Us

**LouisvilleKy.gov**  **DEVELOP LOUISVILLE**  
LOUISVILLE FORWARD

0 items in My Cart \$0.00 [Check Out](#) [Sign Out](#)

**CDR Home**  
**Business License Home**  
**My ACCOUNT**  
    [Modify Account](#)  
**APPLY**  
    [My Saved Applications](#)  
    [Apply](#)  
**BUSINESS LICENSE**  
    [My Licenses](#)  
**REVIEWS**  
    [My Reviews](#)  
**INSPECTIONS**  
    [My Inspections](#)  
**FEES**  
    [My Fees](#)  
**LOOKUP LICENSE**  
    [License Number](#)  
    [Applicant](#)  
    [Address](#)

**New Application for PAUL**

License Type: **Business Site Location** | Applicant Information | Additional Applicants | Details | Attachments | Application Confirmation

**Business License Location**


**Address Search:** Search application address  
    ☐ Enter the Address  
        Example: Entering Street Name & select Suffix "Main St" will result in a list of all addresses available for "Main St"  
    ☐ Select the correct location by clicking on the appropriate address  
    ☐ If you do not see the correct location, make changes to your search and try again  
    ☐ Click "Search"

Number: 444 Dir: S Street Name\*: 5th Suffix: ST Unit/Apt.:  
City: Louisville State: Kentucky Zip:

**1 Matches Found**

Street #	Dir	Street Name	Suffix	Apt	City	State	Zip
444	S	5TH	ST		LOUISVILLE	KY	40202-0000

[Search](#) [Cancel](#) [Previous](#)

 **Apply for a Permit Online**

© Copyright 2016. Infor. All rights reserved.

## Online Registration Step #7:

## Applicant Information

Confirm Applicant  
Type and select  
*Next.*

DynamicPortal 8 x

https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/ApplicantInfo.aspx

Contact Us

  **DEVELOP LOUISVILLE**  
LOUISVILLE FORWARD

0 items in My Cart \$0.00 [Check Out](#) [Sign Out](#)

CDR Home  
Business License Home  
**My ACCOUNT**  
    [Modify Account](#)  
**APPLY**  
    [My Saved Applications](#)  
    [Apply](#)  
**BUSINESS LICENSE**  
    [My Licenses](#)  
**REVIEWS**  
    [My Reviews](#)  
**INSPECTIONS**  
    [My Inspections](#)  
**FEES**  
    [My Fees](#)  
**LOOKUP LICENSE**  
    [License Number](#)  
    [Applicant](#)  
    [Address](#)

New Application for PAUL

License Type	Business Site Location	<b>Applicant Information</b>	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	------------------------------	-----------------------	---------	-------------	--------------------------

**Applicant Information**

☐ Select the applicant  
☐ Click "Next"

**Applicant**  
Name: PAUL  
Address: 444 S. 5TH STREET  
SUITE 200  
LOUISVILLE KY 40202

**Applicant Type**

☒ As the business owner, I am the primary applicant (individual/sole proprietor).  
☐ The business owner of the address is: (corporation, LLC, partnership)

[Cancel](#) [Previous](#) [Next](#)

 **Apply for a Permit Online**

© Copyright 2016. Infor. All rights reserved.

## Online Registration Step #8:

### Additional Applicants

If applicable, enter  
additional contact  
information by  
selecting *Add  
Contact*.

Additional contacts  
include co-hosts,  
emergency contact  
persons and  
property owners.

DynamicPortal 8

https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/AdditionalApplicants.aspx

Contact Us

**LouisvilleKy.gov**

**DEVELOP LOUISVILLE**  
LOUISVILLE FORWARD

0 items in My Cart \$0.00 Check Out Sign Out

CDR Home  
Business License Home  
**My ACCOUNT**  
Modify Account  
**APPLY**  
My Saved Applications  
Apply  
**BUSINESS LICENSE**  
My Licenses  
**REVIEWS**  
My Reviews  
**INSPECTIONS**  
My Inspections  
**FEES**  
My Fees  
**LOOKUP LICENSE**  
License Number  
Applicant  
Address

New Application for PAUL

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	-----------------------	-----------------------	---------	-------------	--------------------------

**Additional Contacts**

If you do not wish to add additional contacts, click "Next" to proceed to next step.  
To add additional contacts to this license:

- Click "Add Contact"
- Enter required contact information
- Click "Search"

Add Contact

Cancel Previous Next

Apply for a Permit Online

© Copyright 2016. Infor. All rights reserved.



# Online Registration Step #8 (continued):

## Additional Applicants

Within the *Contact Type* drop-down list, select the contact type (i.e. *Short Term Rental Host, Short Term Rental Emergency Contact or Owner*), enter his or her info and select *Search*.

DynamicPortal 8

https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/AdditionalApplicants.aspx

Contact Us

LouisvilleKy.gov

DEVELOP LOUISVILLE  
LOUISVILLE FORWARD

0 items in My Cart \$0.00 Check Out Sign Out

CDR Home

Business License Home

My ACCOUNT

- Modify Account

APPLY

- My Saved Applications
- Apply

BUSINESS LICENSE

- My Licenses

REVIEWS

- My Reviews

INSPECTIONS

- My Inspections

FEES

- My Fees

LOOKUP LICENSE

- License Number
- Applicant
- Address

New Application for PAUL

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	-----------------------	-----------------------	---------	-------------	--------------------------

Additional Contacts

If you do not wish to add additional contacts, click "Next" to proceed to next step.  
To add additional contacts to this license:

- Click "Add Contact"
- Enter required contact information
- Click "Search"

Add Contact

Contact Type\*  
Short Term Rental Emergency Contact

Company Name  
n/a

First Name\*  
Joseph

Last Name\*  
Haberman

Address\*  
444 S 5th St

Suite 300

City\*  
Louisville

State  
Kentucky

Zip

Phone

Fax

Email Address

Comments  
Emergency Contact

Search Clear

Cancel Previous

Apply for a Permit Online

© Copyright 2016. Infor. All rights reserved.

# Online Registration Step #8 (continued):

## Additional Applicants

Select the correct  
contact by clicking  
on the applicable  
name.

If the contact is not  
in the system,  
check *Create New  
Contact As Entered*  
and select *Add  
Selected Contact*.

Repeat this process  
for additional  
contacts.

DynamicPortal 8

https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/AdditionalApplicants.aspx

0 items in My Cart \$0.00 Check Out Sign Out

CDR Home  
Business License Home  
My ACCOUNT  
Modify Account  
APPLY  
My Saved Applications  
Apply  
BUSINESS LICENSE  
My Licenses  
REVIEWS  
My Reviews  
INSPECTIONS  
My Inspections  
FEES  
My Fees  
LOOKUP LICENSE  
License Number  
Applicant  
Address

New Application for PAUL

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	-----------------------	-----------------------	---------	-------------	--------------------------

Additional Contacts

If you do not wish to add additional contacts, click "Next" to proceed to next step.  
To add additional contacts to this license:

- Click "Add Contact"
- Enter required contact information
- Click "Search"

Add Contact

Contact Type\*  
Short Term Rental Emergency Contact ▼

Company Name

First Name\*  
Joseph

Last Name\*  
Haberman

Address\*  
444 S 5th St

Suite 300

City\*  
Louisville

State  
Kentucky ▼

Zip

Phone

Fax

Email Address

Comments

Search Clear

The contact you want to add is not in the system.

- Select the check box: *Create New Contact As Entered*
- Click *Add Selected Contact* to add this contact to the system.

Create New Contact As Entered

Contact Type: Short Term Rental Emergency Contact

Contact Name: Joseph Haberman

Address: 444 S 5th St Louisville KY

Add Selected Contact

Cancel Previous

Apply for a Permit Online

© Copyright 2016. Infor. All rights reserved.

# Online Registration Step #8 (continued):

## Additional Applicants

After all additional  
contacts have been  
entered, select  
*Next*.

DynamicPortal 8 x

https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/AdditionalApplicants.aspx

Contact Us

**LouisvilleKy.gov**

**DEVELOP LOUISVILLE**  
LOUISVILLE FORWARD

0 items in My Cart \$0.00 Check Out Sign Out

CDR Home  
Business License Home  
**My ACCOUNT**  
Modify Account  
**APPLY**  
My Saved Applications  
Apply  
**BUSINESS LICENSE**  
My Licenses  
**REVIEWS**  
My Reviews  
**INSPECTIONS**  
My Inspections  
**FEES**  
My Fees  
**LOOKUP LICENSE**  
License Number  
Applicant  
Address

New Application for PAUL

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	-----------------------	-----------------------	---------	-------------	--------------------------

**Additional Contacts**

If you do not wish to add additional contacts, click "Next" to proceed to next step.  
To add additional contacts to this license:

- Click "Add Contact"
- Enter required contact information
- Click "Search"

Name	Address	Contact Type	
Joseph Haberman	444 S 5th St	Short Term Rental Emergency Contact	Remove

Add Contact

Cancel Previous Next

Apply for a Permit Online

© Copyright 2016. Infor. All rights reserved.



# Online Registration Step #9:

## Application Confirmation


Confirm  
that entered  
information is  
correct. If correct,  
select *Apply*. If  
incorrect, edit as  
necessary using the  
appropriate *Edit*  
options.

Note: If you need to  
upload an  
attachment (i.e.  
proof of residency),  
before selecting  
*Apply*, select *Edit*  
next to *No  
attachment  
uploaded*.

DynamicPortal 8 x

https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/ApplicationSummary.aspx

Contact Us

  **DEVELOP LOUISVILLE**  
LOUISVILLE FORWARD

0 items in My Cart \$0.00 [Check Out](#) [Sign Out](#)

CDR Home  
Business License Home  
**My ACCOUNT**  
[Modify Account](#)  
**APPLY**  
[My Saved Applications](#)  
[Apply](#)  
**BUSINESS LICENSE**  
[My Licenses](#)  
**REVIEWS**  
[My Reviews](#)  
**INSPECTIONS**  
[My Inspections](#)  
**FEES**  
[My Fees](#)  
**LOOKUP LICENSE**  
[License Number](#)  
[Applicant](#)  
[Address](#)

New Application for PAUL

License Type	Business Site Location	Applicant Information	Additional Applicants	Details	Attachments	Application Confirmation
--------------	------------------------	-----------------------	-----------------------	---------	-------------	--------------------------

**Business License Information Confirmation**

To submit your application:

- ☐ Confirm the license information is correct. If changes need to be made click the appropriate "Edit" button.
- ☐ Click the "Apply/Save" button to submit your license.

**License Information To Be Submitted**

Edit Business Type: None  
License Type: Short Term Rental


Edit Business Location: 444 S 5TH ST LOUISVILLE KY 40202-0000

Edit Primary Contact Name: PAUL  
Address: 444 S. 5TH STREET SUITE 200 LOUISVILLE KY 40202  
Phone: (123)123-1234

Name	Address	Contact Type
Joseph Haberman	444 S 5th St	Short Term Rental Emergency Contact

Edit Detail page information.  
Edit No attachment uploaded.

[Cancel](#) [Previous](#) [Apply](#) [Save For Later](#)

 **Apply for a Permit Online**

© Copyright 2016. Infor. All rights reserved.

# Online Registration Step #10:

## Attachments

If you need to upload an attachment (i.e. proof of residency), select *Choose File*. Follow the file path and choose the file to be uploaded. After the file has been selected, select *Upload*.

Please provide attachments in pdf format when possible.

Select *Summary* to return to Application Confirmation page and confirm that information is correct. If correct, select *Apply*.

The screenshot shows a web browser window with the URL <https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/Attachments.aspx>. The page header includes the LouisvilleKy.gov logo, the 'DEVELOP LOUISVILLE LOUISVILLE FORWARD' slogan, and a shopping cart icon showing '0 items in My Cart \$0.00'. A navigation bar at the top right contains 'Contact Us', 'Check Out', and 'Sign Out' buttons.

The main content area is titled 'New Application for PAUL' and features a tabbed interface with the following tabs: License Type, Business Site Location, Applicant Information, Additional Applicants, Details, **Attachments** (selected), and Application Confirmation.

The 'Attachments' tab contains the following instructions and form fields:

The required documents must be submitted or attached to your application. You may also submit the documents via mail or in person. Please include the License number.

**To Upload Documents:**

- Click "Browse" to select the files/documents from your computer to attach to your application  
**NOTE: EACH FILE CAN NOT EXCEED 10MB.**
- Enter the description
- Click "Upload" to add files
- Click "Next"

The form includes the following fields and buttons:

- File Path:** A text input field with a 'Choose File' button and the text 'No file chosen'.
- File Description:** A text input field.
- Upload:** A blue button.
- Cancel:** A blue button.
- Summary:** A blue button.

A sidebar on the left contains navigation links for various sections: CDR Home, Business License Home, My ACCOUNT (Modify Account), APPLY (My Saved Applications, Apply), BUSINESS LICENSE (My Licenses), REVIEWS (My Reviews), INSPECTIONS (My Inspections), FEES (My Fees), and LOOKUP LICENSE (License Number, Applicant, Address).

At the bottom right of the page, there is a copyright notice: © Copyright 2016. Infor. All rights reserved.

# Online Registration Step #11:

Pay the  
\$25.00 Fee

Select *Add to Cart*  
and then select  
*Check Out*.

DynamicPortal 8

https://dp.louisvillemsd.org/dpcdr8/Views/CDR/BusinessLicense/Intake/ApplicationConfirmation.aspx?PID=pUzb0i+

Contact Us

**LouisvilleKy.gov**

**DEVELOP LOUISVILLE**  
LOUISVILLE FORWARD

0 items in My Cart \$0.00 **Check Out** **Sign Out**

**CDR Home**  
Business License Home

**My ACCOUNT**  
☐ Modify Account

**APPLY**  
☐ My Saved Applications  
☐ Apply

**BUSINESS LICENSE**  
☐ My Licenses

**REVIEWS**  
☐ My Reviews

**INSPECTIONS**  
☐ My Inspections

**FEES**  
☐ My Fees

**LOOKUP LICENSE**  
☐ License Number  
☐ Applicant  
☐ Address

**New Application for PAUL**

**Application Status**

You have successfully submitted a(n) Short Term Rental application. In order to complete this process, you will need to pay the required fee in application fee table below. You may wish to check the information on your application is correct by selecting the View or Edit key prior to paying. Once your application has been paid, you will not be able to edit your application.

**License Number:** 16STR1011  
**License Type:** Short Term Rental  
**License Description:**  
**Site Location:** 444 S 5TH ST LOUISVILLE KY 40202-0000  
**Business Name:**  
**Primary Applicant:** PAUL  
**Milestone:** Collect Fees

**Application Checkstatus**

All Fees Must Paid	Pending
- SHORT TERM RENTAL INITIAL LICENSE FEE(\$25.00) - Unpaid Amount (\$25.00)	Unpaid

**Application Fees**

Description	Fee Amount	Action
SHORT TERM RENTAL INITIAL LICENSE FEE	\$25.00	Add to Cart

[View](#) | [Clone](#) | [Edit](#)

**Apply for a Permit Online**



# Online Registration Step #11 (continued):



Pay the  
\$25.00 Fee

Check box next to  
item description  
and select *Next*.

DynamicPortal 8 x

https://dp.louisvillemsd.org/dpcdr8/Views/CDR/PaymentCheckOut.aspx

Contact Us

  **DEVELOP LOUISVILLE**  
LOUISVILLE FORWARD

1 items in My Cart \$25.00 [Check Out](#) [Sign Out](#)

**CDR Home**  
**Business License Home**  
**My ACCOUNT**  
☐ Modify Account  
**APPLY**  
☐ My Saved Applications  
☐ Apply  
**BUSINESS LICENSE**  
☐ My Licenses  
**REVIEWS**  
☐ My Reviews  
**INSPECTIONS**  
☐ My Inspections  
**FEES**  
☐ My Fees  
**LOOKUP LICENSE**  
☐ License Number  
☐ Applicant  
☐ Address

**Pay Fees**  
☐ Review the selected application(s) to be paid and the amount due.  
☐ Click on "Next" to proceed with payment.  
☐ Otherwise, click "Cancel" to exit.

**My Cart**

Item Description	Amount
<input type="checkbox"/> 16STR1011 - Short Term Rental 444 S 5TH ST LOUISVILLE KY 40202-0000 SHORT TERM RENTAL INITIAL LICENSE FEE	\$25.00
<b>Subtotal: \$25.00</b>	

[Remove Selected Fees](#)

[Cancel](#) [Next](#)

© Copyright 2016. Infor. All rights reserved.

# Online Registration Step #11 (continued):

Pay the  
\$25.00 Fee

Enter payment  
information.

Please note that  
Visa and  
MasterCard are the  
only forms of  
accepted payment  
on the Online  
Portal at this time.

DynamicPortal 8 x

https://dp.louisvillemsd.org/dpcdr8/Views/CDR/AgencyPayFee.aspx

Contact Us

**LouisvilleKy.gov**

**DEVELOP LOUISVILLE**  
LOUISVILLE FORWARD

1 items in My Cart \$25.00 Check Out Sign Out

CDR Home  
Business License Home  
**My ACCOUNT**  
Modify Account  
**APPLY**  
My Saved Applications  
Apply  
**BUSINESS LICENSE**  
My Licenses  
**REVIEWS**  
My Reviews  
**INSPECTIONS**  
My Inspections  
**FEES**  
My Fees  
**LOOKUP LICENSE**  
License Number  
Applicant  
Address

**Payment**


Enter the required payment information.  
Click "Pay".

Subtotal: \$25.00

Method of Payment (Select one)

Pay By Credit Card(Visa or MasterCard)

**Credit Card Information**

Credit Card (Visa or MasterCard) 

Card Type:\* -- Select Card Type --

Cardholder First Name\*

Cardholder Last Name\*

Cardholder Address\*

Cardholder City

Cardholder State Kentucky

Cardholder Zip\*

Cardholder Country

Card Number\*

Expiration Date:\* -- / --

Card Security Code:\*

Cancel Pay

**Pay Fees Online**

Copyright 2016. Infor. All rights reserved.

# After the Form is Submitted

- Staff will review the form and contact the applicant if a conditional use permit application or additional information is necessary.
- If a conditional use permit is not required, the registration process typically takes less than a week.
- Host will need to register with the Revenue Commission if not already registered.



# Revenue Commission Form

MyMetro x E-Services | LouisvilleKy.g... x Registration Application f... x

https://www.metrorevenueservices.org/registration/Forms/nDisclaimer.aspx

Click t



## Louisville Metro Revenue Commission



[Revenue Commission Home](#) [Forms & Publications](#) [Electronic Services](#) [Help/Resources](#) [FAQ](#) [Contact Us](#)

Thank you for choosing on-line registration with the Louisville Metro Revenue Commission. It is important to ensure that all data entered is accurate before submitting your registration application. All data entered will be reviewed by the Louisville Metro Revenue Commission for compliance and accuracy before a new account is established. If all requirements are met for the business type being registered, an account will be established and a 'Certificate of Registration' will be forwarded to the primary mailing address entered. The 'Certificate of Registration' will contain the account number assigned to your business. If you do not receive a 'Certificate of Registration' within two (2) weeks, you may call Taxpayer Services at (502) 574-4860. Provide the Taxpayer Service Representative with the confirmation number provided at the end of your registration process.

**Note:** If you leave a screen idle for 1 hour, your session will expire. All data entered will be lost and you will have to START OVER.

[Continue](#)



Louisville Metro Revenue Commission • P.O. Box 35410, Louisville, KY 40232-5410 • 502-574-4860

 Louisville